



Bureau of Child Development, Child Care Licensing

## Hourly Child Care Center Unannounced Inspection Checklist D

Facility ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

<b>Center Name:</b> _____				<b>Inspection Date:</b> ____/____/____				
<b>Address:</b> _____				<b>Start Time:</b> _____ AM PM <b>End Time:</b> _____ AM PM				
<b>Capacity:</b> _____ <b># of Classrooms:</b> _____				<b>Licensing Specialist (s):</b> _____				
<b>Director:</b> _____				_____				
<b>Announced Inspection Date:</b> ____/____/____				_____				
<b>Notes:</b>    				<b>Check on DAS before inspection</b>				
				<input type="checkbox"/> Director Qualifications: _____				
				<input type="checkbox"/> Director Qualifications Exp: _____				
				<input type="checkbox"/> Variances: _____				
				<input type="checkbox"/> Floor Plans: _____				
<b>Owner/Director Introductory Items</b>								
_____ Introduce any unknown CCL staff to the Owner/Director				_____ Give th Owner/Director a brief explanation of the inspection process.				
_____ Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.								
_____ Are Children ever unsupervised or routinely Cared for in the office, staff lounge, etc? If yes: assess these rooms.								
<b>CAREGIVER TO CHILD RATIOS</b>								
<b>Caregivers</b>	<b>Children</b>	<b>Limits for Mixed Ages</b>	<b>Caregivers</b>	<b>Children</b>	<b>Limits for Mixed Ages</b>	<b>Caregivers</b>	<b>Children</b>	<b>Limits for Mixed Ages</b>
1	12	No children under age 2	1	8	2 children under age 2	1	6	3 children under age 2
<b>ALL AGE ROOM/AREA INSPECTION ITEMS</b>								<b>Rule #</b>
D 1. Does the total # of children present at the center exceed total license capacity?								1-6(1)
D 2. Does the total # of children under age 2 exceed the licensed capacity for children under age 2? (N/A if the facility does not enroll children under age 2).								1-6(1)
D 3. Is the facility free of insects, rodents, or other vermin?								6-5(3)
<b>PERSONNEL</b>								
D 4. Is the center director or designee always present?								60-8(5)

**BACKGROUND SCREENING FORMS FOR ALL NEW OWNERS, DIRECTORS, EMPLOYEES, VOLUNTEERS, & BOARD MEMBERS**

		Start Date	CBS/LIS Received Date	X= Compliance O= Noncompliance	
D 5. Does the center have a cleared initial CBS/LIS form, submitted within 5 days, for all staff hired since their last Announced inspection?	Name	(mm/dd/yyyy)	(mm/dd/yyyy)	Rule #	
		_____	__ / __ / ____	__ / __ / ____	60-9(4)(b) 6-3(3)
	_____	__ / __ / ____	__ / __ / ____		
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	_____	__ / __ / ____	__ / __ / ____		
	_____	__ / __ / ____	__ / __ / ____		

RATIOS & SUPERVISION	All Bath-rooms	Class:	Class:	Class:	Class:	Class:	Class:	Rule #
		_____	_____	_____	_____	_____	_____	
<b>D 6.</b> (Observe) Are all children in the group/area being directly supervised by a caregiver? (N/O if no children are in the group/area)	_____	_____	_____	_____	_____	_____	_____	60-11(1)
<b>D 7.</b> (Observe) If only two caregivers are present, are there no more than four children under the age of 2 in care?	_____	_____	_____	_____	_____	_____	_____	60-11(4)
<b>D 8.</b> (Observe) Are children under age 2 cared for in a physically separate area from older children when there are more than 20 children present?	_____	_____	_____	_____	_____	_____	_____	60-11(7)
<b>D 9.</b> (Observe) Are children left unattended on the diapering surface?	_____	_____	_____	_____	_____	_____	_____	60-23(3)
<b>SAFETY HAZARDS</b>								
<b>D 10.</b> (Observe) Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves?	_____	_____	_____	_____	_____	_____	_____	60-12(2)
(Observe all) Are the following items inaccessible to children? If there are stacks of bins, boxes, and containers, <b>ask:</b> What are the contents?								
<b>D 11.</b> Firearms, ammunition, weapons?	_____	_____	_____	_____	_____	_____	_____	60-12(3)(a)
<b>D 12.</b> Tobacco, alcohol, illegal substances, and sexually explicit material?	_____	_____	_____	_____	_____	_____	_____	60-12(3)(b)
<b>D 13.</b> When in use, portable space heaters, fireplaces, and wood burning stoves:	_____	_____	_____	_____	_____	_____	_____	60-12(3)(c)
<b>D 14.</b> Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	_____	60-12(3)(d)
<b>D 15.</b> Poisonous Plants?	_____	_____	_____	_____	_____	_____	_____	60-12(3)(e)
<b>D 16.</b> Matches or cigarette lighters?	_____	_____	_____	_____	_____	_____	_____	60-12(3)(f)
<b>D 17.</b> Open flames?	_____	_____	_____	_____	_____	_____	_____	60-12(3)(g)
<b>D 18.</b> Sharp Objects, edges, corners or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	_____	60-12(3)(h)
<b>D 19.</b> Insects, rodents, and vermin?	_____	_____	_____	_____	_____	_____	_____	60-5(3)
<b>D 20.</b> Building and equipment in good repair?	_____	_____	_____	_____	_____	_____	_____	60-5(4)
<b>D 21.</b> For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if all children are age 5 and older).	_____	_____	_____	_____	_____	_____	_____	60-12(3)(l)
<b>Notes:</b>								

<b>D 22.</b> For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if all children are age 5 and older).	_____	_____	_____	_____	_____	_____	_____	60-12(3)(j)
<b>D 23.</b> Age 2 and under: choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if all children are over age 2).	_____	_____	_____	_____	_____	_____	_____	60-12(3)(k)
<b>D 24.</b> Elevated designated play surface less than 18" in height not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone? (N/A if no equipment with play surfaces less than 18").	_____	_____	_____	_____	_____	_____	_____	60-12(8)(a)
<b>D 25.</b> Elevated designated play surface that is 18" to 3' in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard 1292, in a 3' use zone? (N/A if no play surfaces 18" to 3' in height).	_____	_____	_____	_____	_____	_____	_____	60-12(8)(b)
<b>D 26.</b> Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked, cupboard, drawer, or a lockbox? (N/A if no medication kept at center).	_____	_____	_____	_____	_____	_____	_____	60-17(3)
<b>D 27.</b> Are cots and mats placed where they block exits?	_____	_____	_____	_____	_____	_____	_____	60-18(7)
<b>DISCIPLINE</b>								
<b>D 28</b> (Observe) Does the caregiver use any inappropriate discipline methods? (N/O if no children in classroom). Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measures that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure.	_____	_____	_____	_____	_____	_____	_____	60-89(1)(i)-(ii)  60-19(4)(a)  60-19(4)(b) 60-19(4)(c) 60-19(4)(d) 60-19(4)(e) 60-19(4)(f)
<b>Infant &amp; Toddlers Rooms</b> (complete in addition to the "All Ages" room items for each infant or toddler room)	<b>Class:</b>	<b>Class:</b>	<b>Class:</b>	<b>Class:</b>	<b>Class:</b>	<b>Class:</b>	<b>Class:</b>	<b>Rule #</b>
<b>D 29 ➤ (Ask if not observed)</b> Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair: (N/A if no high chairs).	_____	_____	_____	_____	_____	_____	_____	60-12(7)
<b>D 30 ➤ (Ask if not observed)</b> Are infants placed to sleep in equipment designed for sleep (crib, bassinet, porta-crib, or play pen)? Are infants ever placed to sleep in bouncers, car seats, swings, or other similar pieces of equipment? (N/A if the center does not enroll infants).	_____	_____	_____	_____	_____	_____	_____	60-24(9)
<b>D 31 ➤ (Observe and ask)</b> Are infants ever placed on their stomachs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if the center does not enroll infants).	_____	_____	_____	_____	_____	_____	_____	60-24(11)
<b>Notes:</b>								